

Council Meeting of  
October 6, 2009

Honorable Mayor and Members  
of the City Council  
City Hall  
Torrance, California

Members of the Council:

**SUBJECT: Community Services** – Approve an appropriation of \$20,000 from the Library Trust Fund to the Branch Library Refurbishment Project

Expenditure: \$20,000

**RECOMMENDATION**

Recommendation of the Community Services Director that City Council approve an appropriation in the amount of \$20,000 from the Library Trust Fund into a new project for expenses related to branch library refurbishment.

**Funding**

Funding is available in the Library Trust Fund, which is comprised of undesignated donations.

**BACKGROUND/ANALYSIS**

Each of the City's five branch libraries is being refurbished in succession: The El Retiro and Southeast branches have already been completed; Henderson is in the midst of its refurbishment; Walteria's project will begin in November 2009; and North Torrance, projected to begin in March 2010, will be the last to receive its upgrade. Each of the branch libraries has facility needs that are not covered under the project scope of work. The branch refurbishment projects present an opportunity to complete the additional components that will enhance both the facilities and library operations.

The kitchenettes in the staff areas at Henderson, North Torrance, and Walteria libraries date back to the original construction of the buildings. The stove burners do not conform to current electrical codes, the ovens no longer function, and the built-in refrigerators are inoperable and cannot be replaced without tearing out the entire unit. The replacement of these kitchenettes was not included in the original scope of the branch library refurbishment project, however, the refurbishment of the branches provides an ideal opportunity to replace the kitchenettes with new energy-saving appliances. Of the five branch libraries, only these three required improvements to the kitchenettes. El Retiro Library's kitchenette was remodeled approximately four years ago when its refrigerator stopped functioning, and the Southeast Library has a newer kitchen area.

⇒ This work will be completed by the General Services Department, with the cost of materials funded by the Library of approximately \$7,000

Henderson, North Torrance, Southeast, and Walteria Libraries all require new window blinds. In the case of Henderson and Walteria, the majority of the blinds, many of which cover large public windows, no longer safely operate. Thus, it is difficult to darken the buildings to conduct programs, or to reduce glare on computer screens. In the case of Southeast, blinds will also be installed in the staff work area where afternoon sun significantly raises the temperature; currently, employees tape cardboard to the windows in an effort to block the glare while working. The darkening film on these windows has largely peeled off; blinds would be a more permanent solution to the problem.

At the North Torrance Library, the blinds will be installed on the windows facing the south staff parking area and the west side of the building where direct sun falls, damaging library materials and raising the temperature of the building. The mechanisms on the current blinds are broken, rendering them inoperable. Installing new blinds will increase the efficiency of the HVAC system and protect library materials.

⇒ The estimate to install aluminum blinds at the four libraries is approximately \$5,000

The North Torrance Library refurbishment project includes the installation of steel shelving directly in front of the large windows facing Artesia Blvd. To protect the materials that will be placed on these shelves from sun and heat damage, a protective film needs to be adhered to the windows. The film will appear white and opaque from the outside and protect the materials while still allowing some light through.

⇒ An estimate for the protective window film at North Torrance is \$3,000

Funding for the branch library refurbishment projects did not include a provision for signage or furniture. There is a large exterior sign posted outside at each library, however new signs outside the entrance doors that will display branch hours, or inside providing direction, would be optimal. Any signage selected would be attractive and easily changable to keep the posted information up-to-date. In addition,

Public computers are currently positioned on unsuitable furniture that no longer suits the space and contains no components for management of wiring. Appropriate furniture to accommodate computers and prevent the exposure of wiring would be purchased.

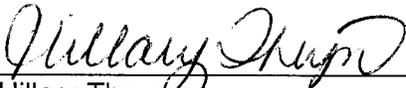
⇒ The new signage and furniture would vary by branch; it is believed an estimated \$5,000 will cover the needs for all five locations

The estimated costs noted above are based on previous purchases of similar products. Library staff will obtain a minimum of three quotes for each of the purchases.

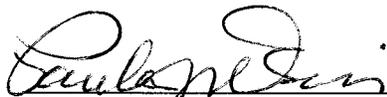
The branch library refurbishment project has greatly increased the efficiency and aesthetics of those buildings already completed, and has resulted in positive comments and increased patronage. The addition of the accouterments noted above will serve to further enhance the appeal and attractiveness of the sites.

Respectfully submitted,

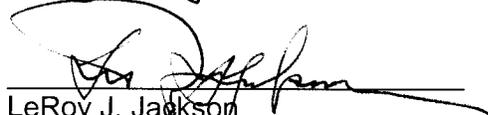
JOHN JONES  
COMMUNITY SERVICES DIRECTOR

By   
Hillary Theyer  
Principal Librarian

CONCUR:

  
Paula J. Weiner  
City Librarian

  
John Jones  
Community Services Director

  
LeRoy J. Jackson  
City Manager